



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** Team Intra-Asian Program Mission Manager

**Position Number:** 30237

**Position Grade:** GS-14

**Salary Range:** \$106,823 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 02/25/2022 – 03/12/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** MI/NIMC

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
- For a detailee assignment:
  - Current GS employees at the same grade or one grade lower than the advertised position grade may apply.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission:

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities:

Serve as the key focal point for the IC in developing intelligence support strategies to senior policymaker initiatives on intra-Asian issues under the guidance of NIM-SA and working closely with NIM-EA and other relevant members of NIMC.

Assist the NIM-SA in the development and implementation of a unifying intelligence plan for intra-Asian strategic issues, partnering with NIM-EA, IC functional managers, program managers, combatant commands, and others as appropriate across the IC to address the issues that impact across Asia and support increased senior policymaker priorities for integrating South and East Asia.

Assist the NIM-SA in determining the state of collection, analysis, or intelligence operations resource gaps focused on intra-Asian issues as outlined in the newly updated South Asia UIS.

Organize and run intra-agency groups focused on intra-Asian issues as appropriate and necessary based on mission management requirements and to support senior policy meetings on intra-Asian issues.

Work with IC elements and fellow NIM offices to identify new ways to better integrate the work of the IC on intra-Asian issues and develop or enhance relevant communities of interest.

Inform IC-level analytic production strategies to ensure that major shortfalls on intra-Asian regional issues are being addressed either as a community or by individual analytics.

Evaluate and determine the state of analysis by assessment of the quality of analysis and partner with appropriate NIC colleagues to ensure competitive and alternative analysis is conducted on high-priority intra-Asian topics.

Lead cross-ODNI collaboration on intra-Asian issues to ensure customer requirements and priorities align with IC mission, goals, and objectives to include policy requirements, collection emphasis, and federated community production.



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Lead the development and preparation of internal and external memoranda, tasking responses, talking points, and other correspondence, to include policy analysis documents in response to tasking from ODNI leadership and USG policymakers related to intra-Asian security issues as well as broader areas of interest to NIM-SA.

Brief senior IC leadership, Department of Defense, members of Congress, policy makers, and other major stakeholders as necessary regarding IC support and capabilities on intra-Asian issues, initiatives, challenges and opportunities.

Represent NIM-SA at internal and external meetings and conferences on national intelligence and policy development related to intra-Asian issues as well as other areas as required.

Oversee to drive success for the collaboration effort.

Evaluate, integrate, review, and develop planning efforts for area of responsibility in coordination and collaboration with other U.S. Government agencies.

## **Mandatory Requirements:**

Subject matter expertise on Intra-Asian intelligence issues.

Expert knowledge of the Intelligence Community and its components, missions, and interrelationships.

Demonstrated ability to successfully lead senior-level intra-agency teams to achieve decisive results.

Demonstrated managerial expertise, including the ability to develop near- and long-term strategies, set goals, establish metrics, and measure progress.

Excellent intrapersonal and organizational skills, including the ability to conceptualize and lead complex projects with little supervision and to manage multiple, competing priorities.

Excellent critical thinking and communication skills, including the ability to communicate effectively with individuals at all levels of leadership.

## **Desired Requirements:**

Experience with multiple intelligence source disciplines.

Experience with Department of Defense and military entities.

## **Key Requirements and How to Apply**

### **Internal ODNI Candidates:**

#### **A complete application package must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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LEADING INTELLIGENCE INTEGRATION

- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_Teamd@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_Teamd@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone 703-275-3663; Email: Recruitment\_TeamD@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodations Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at



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DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**